

# Training Series: Sobek / SobekCM for Curators and Collection Managers

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The SobekCM Open Source Software is the software engine that powers many institutional repositories and digital collections, small through large collaborative digital libraries including international collaborative programs like the Digital Library of the Caribbean (dLOC, [www.dloc.com](http://www.dloc.com)), and digital scholarship projects, including Digital Humanities, Data Curation, and more. SobekCM has an active development and user community contributing to further develop tools and resources, as well as a number of current and planned grant projects which add more functionality, including “Unearthing St. Augustine,” a current NEH grant to further extends and enhances the geographical support in SobekCM.

The SobekCM trainings for Curators and Collection Managers are oriented towards professionals in galleries, libraries, archives, and museums, as well as scholars and researchers for digital scholarship needs. The SobekCM training series includes: Introduction to SobekCM’s capabilities, Metadata Editing, QC online, and Curator Tools.

**SobekCM Webinar recordings are online on the SobekCM YouTube Channel:**

<http://www.youtube.com/user/sobekcm>

## Fall 2013 Training Series: Trainings 1-4

The SobekCM trainings for Curators and Collection Managers in fall 2013 include:

1. Introduction to SobekCM’s capabilities
2. Metadata Editing
3. QC online
4. Curator Tools

All class times are in Eastern Standard Time. Links to the recorded webinars will be added soon after each of the training sessions. For webinar attendees who are new users of Adobe Connect, there is also a pre-orientation session on using Adobe Connect (Nov. 22, Fri., 10-11:30am, <http://ufsmathers.adobeconnect.com/sobek/>).

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<http://www.youtube.com/user/sobekcm>

## Training One: Introduction to SobekCM's Capabilities (John Nemmers)

LIVE – Thursday, November 14th, 11:00 AM – 12:30 PM, Library West 211

Presentation slides: <http://ufdc.ufl.edu/IR00003545/00001/pdf>

WEBINARS (*Webinar recordings will be posted once available*):

- Wednesday, November 20th, 2:00 PM – 3:30 PM  
(<http://ufsmathers.adobeconnect.com/sobek/>)

## Training Two: Resource and Metadata Submission and Editing (Mark Sullivan)

This training is a discussion of metadata in general in regards to SobekCM-based projects, and includes the following topics:

- i. Metadata for projects – existing v new
- ii. Importing records (MARC, Spreadsheets, etc.)
- iii. Adding a new item through the web interface
- iv. Adding new files/images to an existing item
- v. Editing metadata online
- vi. Adding spatial information to your item and geo-placing a map online

LIVE – Thursday, November 21st, 11:00 AM – 1:00 PM, Library West 211

WEBINARS ( *Webinar recordings will be posted once available* )

- Wednesday, November 27th, 10:00 AM – 12:00 PM, with a UFDC emphasis  
( <http://ufsmathers.adobeconnect.com/sobek/> )
- Monday, December 2nd, 10:00 AM – 12:00 PM, with a dLOC emphasis  
( <http://ufsmathers.adobeconnect.com/sobek/> )

## **Training Three: QC Online Tool and Leveraging the Hierarchical Organization of Digital Resources (Mark Sullivan and John Nemmers)**

This training will cover the QC Online Tool, including quick tips for frequent needs (e.g., selecting a main thumbnail, adding a page to a book where it was missed, processing a small item, and tracking production with item stats and status breakdowns). In addition, we will discuss the hierarchical organization of resources as applied to newspapers, periodicals, and even archival material. We will also demo the current work on adding more support for electronic finding guides (EADs).

LIVE – Tuesday, December 3rd, 10:30 AM – 12:30 PM, Library West 211

WEBINARS ( *Webinar recordings will be posted once available* )

- Thursday, December 5th, 10:00 AM – 12:00 PM, with a UFDC emphasis ( <http://ufsmathers.adobeconnect.com/sobek/> )
- Friday, December 13th, 10:00 AM – 12:00 PM, with a dLOC emphasis ( <http://ufsmathers.adobeconnect.com/sobek/> )

## **Training Four: Managing Your Collection – Curator Tools (Mark Sullivan and Laurie Taylor)**

This is an introduction to the curator and collection manager tools, including how to manage the collection online, edit home pages, change images, add child pages or collections, and generally control the look, feel, and behavior of your online collection. This will discuss the tools as part of integrated digital and physical collection management, outreach, evaluation, and other Curator and Collection Manager activities.

LIVE – Thursday, December 12th, 10:00 AM – 12:00 PM, Library West 211

WEBINARS ( *Webinar recordings will be posted once available* )

- Tuesday, December 17th, 10:00 AM – 12:00 PM, with a UFDC emphasis ( <http://ufsmathers.adobeconnect.com/sobek/> )
- Thursday, December 19th, 10:00AM – 12:00 PM, with a dLOC emphasis ( <http://ufsmathers.adobeconnect.com/sobek/> )